



ROBERT RYANS
Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

March 30, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA. 90012

Dear Supervisors:

ACCEPTANCE OF FUNDS FROM THE EMERGENCY FOOD AND SHELTER PROGRAM (All Supervisorial Districts) (3- Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept the Emergency Food and Shelter Program (EFSP) Phase 22 of the Stewart B. McKinney Act funds in the amount of \$24,900. (Attachment A)
2. Authorize the Director of Community and Senior Services (CSS), or his designee, to obtain food from the Los Angeles Regional Food bank and the Food Bank of Southern California using the Phase 22 funding.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow CSS to continue the Emergency Food Distribution Program, which provides food baskets to homeless and low-income families in all five Supervisorial Districts.

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Plan Goal 1: Service Excellence.

Performance Measure

In compliance with department standards, CSS has developed the following performance standard for this program:

- Not fewer than 10,000 families will have the opportunity to increase their nutritional food intake at no cost.

FISCAL IMPACT/FINANCING

There is no net County cost, as funding is 100% revenue offset. Funding has been included in the Department's FY 2003/2004 Final Adopted Budget and FY 2004/05 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Los Angeles local Federal Emergency Management Agency (FEMA) board issues a Request for Proposal for Phase 22 of the Emergency Food and Shelter Program. The Department submitted a proposal for its Emergency Food Distribution program. CSS was awarded \$24,900 for the period from November 1, 2003 through October 31, 2004. The funds are used to purchase food from the Los Angeles Regional Food bank and the Food Bank of Southern California. Food is obtained at 14 cents per pounds but the retail value is approximately 16 times greater.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The recommended actions will ensure continuation of the Department's Emergency Food Distribution program.

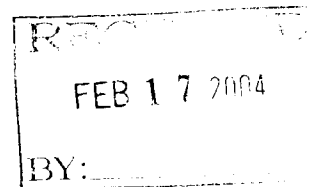
Respectfully submitted,


ROBERT R. RYANS
Director

Attachment

c: David E. Janssen
Lloyd W. Pellman
Violet Varona-Lukens
J. Tyler McCauley

Los Angeles
Emergency Food and Shelter Program
Local Board



February 11, 2004

****Revised award letter**

Mr. Roberts Ryans
Community & Sr. Citizens Services of Los Angeles County/Foodnet
11243 Glenoaks Blvd, #1
Pacoima, CA 91331

Dear Mr. Ryans:

I am writing in regards to your application for funding under the Emergency Food and Shelter Program (EFSP) Phase 22 of the Stewart B. McKinney Act. The Local Board received over \$10 million in requests for funding, while the amount of funding available to Los Angeles County decreased to less than \$6 million. The Local Board continues to ensure that the scarce resources are distributed throughout the County to as many service providers as possible.

Your agency has been given a revised Phase 22 award of **\$24,900.00** in the following categories:

Food ¹ \$24,900.00 Shelter ¹ \$0.00 Vouchers \$0.00

¹ Out of the EFSP 22 Food/Shelter award amount, you may spend up to **\$2,490.00** on eligible equipment, mileage and supply expenses. **All equipment purchases MUST be requested via letter for pre-approval.** Please refer to the National Board Phase 22 Manual for a list of eligible program expenses in the Equipment, Mileage and Supply categories.

Your first check should be released by February, pending satisfactory clearing of your Phase 21 closeout, if your agency was funded in Phase 21. Please **note the EFSP payment policy** -- all checks will be distributed via electronic fund transfer (EFT) ONLY. New agencies' first payment will be a mailed check. If you have not completed the EFT form, please contact our office at (213) 630-2117 to receive an EFT form.

The Emergency Food and Shelter Program is a restricted federal grant and only expenditures authorized by the Program are eligible. *For agencies that are providing Hotel/Motel and Food Vouchers you must use the attached vouchers in order to receive EFSP funds.* **NO CASH/CREDIT CARD/PROCUREMENT CARD PAYMENTS OR REIMBURSEMENTS TO STAFF ARE ALLOWABLE.** Payments cannot be made with these funds to other agencies receiving EFSP funds. If during Phase 22 you need to transfer funds from one category to another, please submit a written request to our office for pre-approval before making any adjustments. Transfers between regions are no-longer allowed. Keep in mind, the Local Board will utilize transfer histories in determining future funding cuts and allocations. A copy of the Phase 22 manual will be sent to you under separate cover by the National Board.



c/o United Way
523 W. Sixth Street, 2nd Floor • Los Angeles, California 90014 • (213) 630-2117 • FAX (213) 630-2119

All agencies **MUST** have the agency Accountant / Finance Director and Program Director that will be responsible for EFSP documentation/funds in attendance at one of the two **MANDATORY** orientation trainings. The mandatory orientation training will review program rules, record-keeping and closeout requirements. The orientations will be held on Wednesday, January 28, 2004 from 9:30 a.m. to 12:30 p.m. or Thursday, January 29, 2004 from 12:30 p.m. to 3:30 p.m. at 523 West 6th Street, 2nd floor Pacific Ballroom (**no validated parking will be provided**). Please RSVP to Pamela Campaign at (213) 630-2117.

Appeals are **only** permitted for agencies that were not recommended for funding. However, you are welcome to provide written comments. Request for appeals are due to the EFSP Local Board by January 20, 2004 at 4:00pm. Appeal letters can be faxed to (213) 630-2119.

The Local Board is grateful for your work on behalf of the homeless and low-income people.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Heger".

Elizabeth C. Heger, EFSP Director

Enclosures

g:\wrd\efsp\phase 22\ph 22 award ltrs & non-award ltrs\22awd ltr pg2.doc